

The following outlines the examination application requirements for California. ***It is the candidate's responsibility to become familiar with California requirements and meet required deadlines.*** For additional information or for answers to questions regarding examination requirements, candidates should call (916) 263-2610.

A. EXAMINATION PROCEDURES FOR LICENSE

Candidates must complete the following within 60 months:

- 1) North American Veterinary Licensing Exam (NAVLE - first exam given 11/20/00)
- or** National Board Examination (NBE),
and Clinical Competency Test (CCT)
- 2) California State Board (CSB), and
- 3) Veterinary Law Examination (VLE)*

The 60 month deadline starts once a candidate passes any one of examinations, either NBE, CCT, NAVLE, CSB, or VLE. For example, a candidate could pass and receive conditional credit for the NAVLE prior to passing CSB. The candidate would then be required to take and pass the remaining examinations. If all examinations are not passed within the 60 month period the candidate would start the process over to pass all examinations within 60 months.

*Graduates of the University of California must complete a course on veterinary law covering the California Veterinary Law Examination and are exempt from the Veterinary Law Examination requirement.

The application for eligibility and fees MUST be postmarked by the California filing deadline on the latest "Application/Examination Schedule, Fees, and Deadlines" form. Letters of good standing can take up to 8 weeks to process by other licensing boards. Candidates should try to submit ALL documents by the deadline.

Examination Requirements:

American Veterinary Medical Association (AVMA)

Accredited School Candidates -

- i) Diploma or official letter from Dean attesting to senior status **including** expected date of graduation **within 6 months of examination** (a copy of the diploma must be submitted prior to licensure).
- ii) Transferred scores showing passing NBE, CCT or NAVLE results, if applicable (see Part F).
- iii) If licensed in another jurisdiction, candidates must provide verification of good standing for all states or provinces in which they are licensed or have been licensed, even if they are not currently practicing in a specific state or province. Original letters must be issued from each state or provincial board office, or obtained through Veterinary Information Verifying Agency (VIVA) (see Part F).

Non-AVMA Accredited School Candidates-

- i) For NAVLE, the candidate must provide:
 - (1) Proof of completing Educational Commission for Foreign Veterinary Graduates (ECFVG) program steps 1 & 2

Or: (2) a. Proof of completing Program for Assessment of Veterinary Education Equivalence (PAVE) program steps 1 & 2
b. Proof of being within six months of completing the one year evaluated clinical experience.

- ii. For all examinations, diploma and transcripts showing veterinary degree-Official or notarized copies of original college diploma and transcripts. (**certified** translation by a *licensed translator* if not issued in English)

- iii. For the CSB examination, graduates of non-approved veterinary colleges must provide a copy of:

(1) ECFVG Certificate prior to taking the CSB:

For ECFVG program information, contact AVMA, 1931 North Meacham Road, Schaumburg, IL 60173-4360, or by calling (800) 248-2862, extension 254. Website: www.avma.org

Or: (2) PAVE Certificate prior to taking the CSB:

For PAVE program information, contact the American Association of Veterinary State Boards (AAVSB), 4106 Central St. Kansas City, MO 64111, or by calling (816) 931-1504.

Website: www.aavsb.org

To qualify to sit for the CSB, graduates of non-AVMA approved veterinary schools may apply for the CSB prior to completing the Educational Commission for Foreign Veterinary Graduates (ECFVG) or Program for Assessment of Veterinary Education Equivalence (PAVE), but proof of ECFVG or PAVE completion **must** be received at the Board office by 1 week before the CSB.

- iv. Transfer passing scores for NBE, CCT, **or** NAVLE (See Part F-Transferring Scores).
- v. If licensed in another jurisdiction, candidates must provide certification of good standing for all states or Canadian provinces in which they are licensed or have been licensed, even if they are not currently practicing in a specific state. Original letters must be issued from each state's board office or sent through VIVA (see Part F).

B. INSTRUCTIONS for COMPLETING APPLICATION

Please complete the application by following the instruction numbers which correspond to numbered sections on the "Application For Veterinary Examination Eligibility" form.

1. Application/Examination Selection(s)

Candidates must mark the appropriate box(es) indicating selection(s) for which they are applying. (i.e., NAVLE, CSB, VLE)

In addition, candidates must remit the required fees (*refer to green "Application/Examination Schedule, Fees, and Deadlines" insert*) at time of application. Fees may be included in one check or money order made payable to the Veterinary Medical Board (VMB).

Candidates for NAVLE application evaluation must refer to the **important "Specific NAVLE Application Instructions"** insert for detailed NAVLE application information and fee submission requirements.

2. Social Security Number

Disclosure of a social security number is mandatory and must be provided prior to "licensure. @This number must be a **United States** social security number. Social security numbers from other countries will **not** be accepted. Section 30 of the Business and Profession Code and Public Law 94-455[42 USCA section 405(c)(2)(C)] authorize collection of the Social Security number. Your Social Security number will be used exclusively for tax enforcement purposes, for purposes of compliance with any judgement or order for family support in accordance with Section 17520 of the Family Code, or for verification of licensure or examination status by a licensing or examination entity which uses a national examination and where licensure is reciprocal with the requesting state.

3. Name

Candidates must include their full legal name. All name changes **must** be accompanied by a copy of the legal document initiating change (e.g., marriage certificate, divorce decree, etc.) and should indicate that the name change is for an examination candidate.

4. Birthdate

Candidates must provide their date of birth which is used for identification and to determine license renewal dates.

5. Current Mailing Address

Candidates must indicate their current mailing address. This address is used for all correspondence relating to the examination. Address change requests **must** be made in **writing** and refer to "exam candidate address change."

6. Permanent Residence Address

Candidates must indicate a permanent residence address. This address is used for correspondence if mail is returned from the current mailing address on the application.

7. Veterinary College or University

Candidates must indicate the college or university from which they received their veterinary degree, the course or major taken, date of graduation, and degree received.

8. Physical Description

Candidates must provide their physical description including their color of hair and eyes, weight, and height. **Candidates must sign in the designated area certifying the information provided is true and correct. Failure to sign will delay application approval.** Candidates must attach a current photo to the application photo box.

- C Photo may be either black-and-white or color. The image must be clear and readily discernable. Photos must be frontal face shots (profile or full-body images **are not acceptable**). *(Images that are clear enough for use on a driver license or passport are acceptable.)*
- C Photos must be cut to fit the application photo box

9. Licensure in Other States

Candidates must list each state in which they are licensed or have been licensed, whether or not the license is current.

10. Disclosure of Disciplinary Action

Candidates must disclose and explain whether or not there has been any disciplinary action (revoked, suspended, restricted or denied in any state, territory or province, placed on probation, or entered into a voluntary surrender) taken against any license to practice veterinary medicine in any state, territory, or other country.

11. Conviction of Misdemeanor or Felony

Convictions must be reported even if they have been expunged under Section 1203.4 of the Penal Code or if a diversion program has been completed under the Penal Code, Article 5, the Vehicle Code, or any other provision of law. Traffic violations involving driving under the influence, injury to persons or providing false information must be reported.

The definition of conviction includes convictions following a plea of nolo contendere (no contest), as well as pleas or verdicts of guilty. **You must Include Misdemeanor as Well as Felony Convictions.** A separate letter explaining the details of the offense is required. Please provide certified copies of arrest and court documents. The documents will be reviewed by the Board prior to establishing license eligibility.

12. Previous Application(s) for Licensure in California

Candidates must list approximate dates of previous application(s) of any veterinary examination in California.

13. NBE, CCT, or NAVLE in Other State

Candidates must disclose whether they have applied for **or** taken the NBE, CCT, or NAVLE in any other state(s) with corresponding examination date(s) and location(s).

14. Reciprocity

Do not complete the reciprocity only area.

15. Certification Signature

A signature certifying under penalty of perjury under the laws of the State of California that the information provided in the application is true and correct is required for application processing. **Failure to include item #15 certification signature will delay application approval.**

C. APPLICATION FILING DEADLINE

Application forms and fees must be submitted to the VMB office, 1420 Howe Avenue, Suite 6, Sacramento, CA 95825-3228. ***Applications postmarked after the filing deadline will not be accepted and are RETURNED.** If the application is deficient and more information is needed by the VMB, the candidate may be required to take the next examination. See **Application/Examination Schedule, Fees, and Deadlines.** @

D. SPECIAL ACCOMMODATIONS

The VMB provides reasonable accommodations for physically and/or mentally challenged candidates. Candidates must notify the VMB of their needs by completing a "Request For Accommodation of Disabilities" form which is included as part of the veterinary application package. The "Request For Accommodation of Disabilities" form, all supporting disability documentation from a licensed professional, and application **must** be submitted by the **filing deadline**.

E. AFFIDAVIT

The affidavit form is required for candidates who have previously applied for an examination, verifying that the candidate has not practiced veterinary medicine in California since his/her last application.

F. SCORE TRANSFERS / LICENSE VERIFICATIONS

Candidates who registered and passed the NBE, CCT or NAVLE outside of California must have passing scores transferred by the Veterinary Information Verifying Agency (VIVA). California will **not** accept evidence of NBE, CCT, or NAVLE scores from any other source. VIVA may take up to six weeks to process score transfer requests, so candidates should allow sufficient processing time to meet California's application filing deadline. Candidates should request the "VIVA Application" or license "Credentials Verification" forms from VIVA, 3100 Main St., Suite 208, Kansas City, MO 64111, or by calling the toll free phone number (877) 698-VIVA. The American Association of Veterinary State Boards (AAVSB) website has VIVA score transfer forms and information at <http://www.aavsb.org/viva.html>.

G. REQUEST FOR LIVE SCAN SERVICE (Form BCII 8016)

All candidates for licensure must be fingerprinted by LIVE SCAN, which can only be completed at a California Live Scan location. Although Live Scan is not required for approval to take an examination, the results of your Live Scan must be received by the Veterinary Medical Board prior to approval for licensure. Fees for the service include a \$56 submission fee and a variable rolling fee. Fees must be paid by the applicant at the LIVE SCAN service site. Refer to the enclosed "Fingerprinting Requirements" form. For LIVE SCAN service locations and fee information please visit: <http://caag.state.ca.us/app/livescan.htm>.

*If the Live Scan service or a fingerprint card was previously processed for only the Dept. of Justice level of service, the FBI level of service will also be required. (Refer to the enclosed "Fingerprinting Requirements" form.)

H. EXAMINATION FEES

Fees will be **applied to the first scheduled examination** immediately following receipt. According to California Code of Regulations Section 2011(a), "An applicant shall **not be refunded** any fee for failure to appear for an examination at its designated time and place."

A candidate who is not able to appear for an examination may reschedule to a later examination by immediately notifying the Board of their intent by telephone. Written request to reschedule must be postmarked by March 1st for the April CSB administration and by November 1st for the December CSB administration. Requests postmarked after these dates will be scheduled for the next examination date following the requested date.

INFORMATION COLLECTION, ACCESS, & DISCLOSURE

Information you provide on this application is maintained by the Executive Officer of the Veterinary Medical Board, 1420 Howe Avenue, Suite 6, Sacramento, CA 95825, (916) 263-2610. The information is requested pursuant to Business and Professions Code sections 4800-4917 and/or Title 16, California Code of Regulations, Division 2, Chapter 11. It is mandatory that you provide all information requested. Omission of any item of required information may result in the application being rejected as incomplete.

Your completed application becomes the property of the VMB and will be used by authorized personnel to determine your eligibility for license. Information on your application may be transferred to other governmental or law enforcement agencies. You have the right to review the records maintained on you by the VMB unless the records are exempt by section 1798.40 of the Civil Code. You may gain access to the information by contacting the VMB at the above address.